

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date: May 21, 2018
..... RFP-022-C-2018 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Wednesday, June 20, 2018 at 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-022-C-2018 (P) to provide Prescription Drug Monitoring Program for the U.S. Virgin Islands**

SCOPE OF SERVICES: SEE ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-022-C-2018 (P) to provide Prescription Drug Monitoring Program for the U.S. Virgin Islands.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall be considered.

Applicants are requested to submit proposals based on the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Dynell R. Williams at Dynell.williams@dpp.vi.gov**.

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-022-C-2018 (P) to provide Prescription Drug Monitoring Program for the U.S. Virgin Islands.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Wednesday, June 20, 2018 at 4:00 P.M.**
2. Last Day for request for written clarification question will be: **Friday, June 8, 2018 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit five (5) sets of proposals (one (1) original and four (4) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than Wednesday, June 20, 2018 at 4:00 P.M.

They shall be addressed to:

Lloyd T. Bough Jr.
Commissioner
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-022-C-2018(P)

(Name of Offeror)

(Mailing Address of Offeror)

(Telephone Number of Offeror)

(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Dynell R. Williams**. GVI will not respond to questions received after the above-established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)

- d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing
- 3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
- 4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
- 5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
- 6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
- 7. **Cost: The Cost Proposal must be submitted in a separate sealed envelope.**

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection, with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. PUBLIC LIABILITY: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as “**Additional insured.**” The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.
2. WORKERS’ COMPENSATION: Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee’s Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

Prescription Drug Monitoring Program Scope of Work

The contractor of the Virgin Islands Department of Health, Division of Mental Health, Alcoholism and Drug Dependency Services Prescription Drug Monitoring Program will:

- Create and implement, a territorial PDMP to expand the capacity of regulatory, law enforcement agencies, and health officials to assess, plan, and execute effective responses to preventing drug abuse, misuse, and diversion.
- Build a data collection and analysis system at the territorial level.
- Enhance existing programs' abilities to analyze and use collected data.
- Facilitate national evaluation efforts.
- Encourage the exchange of information and collected prescription data among states.
- Assess the efficiency and effectiveness of programs.
- Enhance collaborations with law enforcement, prosecutors, treatment professionals, the medical community, and pharmacies.
- Educate prescribers on the use and benefits of accessing the Territory's PDMP database to determine whether a patient is filling the prescriptions provided and/or obtaining prescriptions for the same or similar drug from multiple prescribers.
- Collaborate with pharmacies to ensure timely data input into the PDMP database to maximize the use of the prescription history data, which has significant implications for patient safety and public health.

Requirements for Prescription Monitoring Program.

- (a) Establish and maintain a program for the monitoring of prescribing and dispensing of all Schedule II, III, IV and V controlled by all prescribers or dispensers in this territory.
- (b) Each dispenser shall submit information regarding each prescription dispensed for a controlled substance or other drug included under subsection (a) of this section. Any dispenser located outside the boundaries of the U.S. Virgin Islands and is licensed and registered shall submit information regarding each prescription dispensed to an ultimate user who resides within [name of state].
- (c) Each dispenser required to report under subsection (b) of this section shall submit to the contractor by electronic means information that shall include, but not be limited to:
 - (I) Dispenser identification number.

- (II) Date prescription filled.
 - (III) Prescription number.
 - (IV) Prescription is new or is a refill.
 - (V) NDC code for drug dispensed.
 - (VI) Quantity dispensed.
 - (VII) Days' supply dispensed.
 - (VIII) Number of refills ordered.
 - (IX) Patient identification number.
 - (X) Patient name.
 - (XI) Patient address.
 - (XII) Patient date of birth.
 - (XIII) Patient gender.
 - (XIV) Prescriber identification number.
 - (XV) Date prescription issued by prescriber.
 - (XVI) Person who receives the prescription from the dispenser, if other than the patient.
 - (XVII) Source of payment for prescription.
- (d) Each dispenser shall submit the required information in accordance with transmission methods and frequency established; but no more than seven days from the date each prescription was dispensed.
 - (e) The contractor may issue a waiver to a dispenser that is unable to submit prescription information by electronic means. Such waiver may permit the dispenser to submit prescription information by paper form or other means, provided all information required in subsection (c) of this section is submitted in this alternative format.
 - (f) Each prescriber shall only prescribe Schedule II, III, IV and V controlled substances on official prescription forms issued by the contractor and the Virgin Islands Department of Health.
 - (g) Each dispenser shall only dispense Schedule II, III, IV and V controlled substances on such official prescription forms.

Confidentiality

- (a) Prescription information submitted shall be confidential and not subject to public or open records laws.
- (b) The contractor will establish and enforce policies and procedures to ensure that the privacy and confidentiality of patients are maintained and that patient information collected, recorded, transmitted, and stored is protected.
- (c) The PDMP shall establish and maintain a process for verifying the credentials and authorizing the use of prescription information.

Information exchange with other prescription monitoring programs

- (a) The contractor may provide prescription monitoring information to other states' prescription monitoring.
- (b) The contractor may request and receive prescription monitoring information from other states' prescription monitoring programs.
- (c) The contractor may develop the capability to transmit information to and receive information from other prescription monitoring programs employing the standards of interoperability.

Providing Prescription Monitoring Information

- (a) The contractor shall review the prescription information. Such reviews should include but not be limited to:
 - (I) A review to identify information that appears to indicate if a person may be obtaining prescriptions in a manner that may represent misuse or abuse of controlled substances. When such information is identified, the contractor should notify the practitioners and dispensers who prescribed or dispensed the prescriptions. Notification should also be provided to the Department of Health, Division of Mental Health, Alcoholism and Drug Dependency Services.
 - (II) A review to identify information that appears to indicate if a violation of law or breach of professional standards may have occurred. Whenever such information is identified, the contractor should notify the appropriate law enforcement and/or professional licensing, certification or regulatory agency or entity, and provide prescription information necessary for an investigation.
- (b) The contractor is authorized to provide information in the prescription monitoring program upon request only to the following persons.
 - (I) Persons authorized to prescribe or dispense controlled substances for the purposes of providing medical or pharmaceutical care for their patients or for reviewing information regarding prescriptions that are recorded as having been issued or dispensed by the requester.
 - (II) A patient who requests the patient's own prescription monitoring information, or of the parent or legal guardian of a minor child, in accordance with procedures established under the Virgin Islands Code granting individuals access to state held information concerning themselves.
 - (III) Territorial boards that supervise or regulate a profession that is authorized for controlled substances or other drug and the Virgin Islands Department of Health if the request is pursuant to an

investigation or is pursuant to the agency's official duties and responsibilities.

- (IV) Local, state and federal law enforcement or prosecutorial officials engaged in the administration, investigation or enforcement of the laws governing controlled substances or other drug required to be submitted.
- (V) Virgin Islands Department of Human Services Medical Assistance Program and any entity with legal authority to conduct investigations and utilization review of program services regarding Medicaid program recipients or Medicaid program providers.
- (VI) The Department of Justice, medical examiners, coroners or others authorized under law to investigate causes of deaths for cases under investigation pursuant to their official duties and responsibilities.
- (VII) Personnel of the Virgin Islands Department for purposes of administration and enforcement of the contract and territorial substance controlled substance laws.

Rules and Regulations

The contractor, in consultation with the Virgin Islands Department of Health shall promulgate rules and regulations setting forth the procedures and methods for implementing the PDMP.

Data Collection and Data Quality

- Collect data on all schedules of controlled substances
- Adopt latest American Society for Automation of Pharmacies (ASAP) reporting standard
- Collect data on non-scheduled drugs implicated in abuse
- Collect positive identification for the person picking up prescriptions
- Collect data on method of payment, including cash transactions
- Reduce data collection interval; move toward real-time data collection
- Institute serialized prescription forms
- Integrate electronic prescribing with PDMP data collection

Data Quality Improvement

- Target pharmacy reporting compliance rate
- Target initial data error rate
- Target corrected data error rate
- Target missing data rate

Data Linking and Analysis

- Link records to permit reliable identification of individuals
- Determine valid criteria for questionable activity:
 - Patients
 - Prescribers
- Conduct periodic analyses of questionable activity
- Conduct epidemiological analyses for use in surveillance, early warning, evaluation, and prevention
- Develop automated expert systems to expedite analyses and reports
- Record data on disciplinary status and patient lock-ins

User Access and Report Dissemination

Provide continuous online access and automated reports to authorized users

Optimize reporting to fit user needs:

- Batch reporting
- Customized reports

Integrate PDMP reports:

- Health information exchanges
- Electronic health records
- Pharmacy dispensing systems

Send unsolicited reports and alerts to appropriate users:

- Prescribers
- Dispensers
- Law enforcement agencies
- Licensure boards
- Patients

Produce periodic

- Monthly assessment reports to be submitted to the Virgin Islands Department of Health, Division of Mental Health, Alcoholism and Drug Dependency Services
- Quarterly reports to the Virgin Islands Department of Health, Division of Mental Health, Alcoholism and Drug Dependency Services showing progress of implementation